

HERITAGE CHRISTIAN SCHOOL

invites applications for a **Part Time Bookkeeper** (2-3 days per week) for the 2024/25 school year:

HCS

- A dedicated and supportive Reformed Christian community
- A student body of 640+ students from K-12
- A cohesive, professional faculty and staff of 75+ persons



We are seeking

A part time bookkeeper who seeks to serve Jesus Christ in the area of Christian education and who submits to Holy Scripture as confessed in the Reformed creeds.

The hired candidate will be responsible for the accurate bookkeeping of the school using Quickbooks and Donor Manager, the school's donation/tuition program. This includes accounts receivable, accounts payable, reconciliations, bank deposits, year-end preparations, financial reporting, and payroll.

Qualifications:

- High school diploma plus business or an accounting-related diploma or equivalent experience in bookkeeping
- Working knowledge of an accounting program, such as QuickBooks
- Working knowledge of Christian school donation/tuition program, Donor Manager is an asset
- Intermediate knowledge of Microsoft Word and Excel
- Strong relational skills to build rapport with co-workers and parents
- Excellent attention to detail
- Ability to multi-task and prioritize tasks as required
- Some knowledge of human resource requirements and the Employment Standards Act is helpful

How to apply: Submit a cover letter, résumé, and references by March 28, 2024.

Please forward inquiries and/or applications to:

Mr. Brian Kemper, Principal
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“Behold, children are a heritage from the Lord.” Ps. 127:3